

## **Freedom of Information Act (FOIA) Request**

### **Requirements**

- Requests that exceed 500 pages must have a 50% down payment before copying can be started. We charge \$0.25 per page plus shipping and handling.
- If you or your company is in arrears for past FOIA requests your request will be denied until payment is made on past due invoices.

Appointments are available for on-site viewing of all materials.

### **Electronic Filings**

Most electronic filings can be emailed upon request. A public access computer terminal is available for on-site viewing. Please supply your own storage devices for saving files.

### **Contacts**

Questions may be directed to OFIS, Product Filing/Review Unit, at (877) 999-6442. The completed form may be submitted to OFIS via:

Facsimile: (517) 241-6356  
Email: [ofis-info@michigan.gov](mailto:ofis-info@michigan.gov)

**All requested information must be furnished in order to have your request copied.**

**Name of Staff Host/ Requesting Individual**

**Date of Request**

**Name & Address of Intended Recipient**

**Name(s) of Manual(s)/ Description of filing(s) you want copied**

**Clearly identify what you want copied.** For example: Whole Manual, or whole filing, or the list all pages to be copied (in case paper clips fall off). If you want specific pages from a filing, not a manual, you must number the pages of the filing from 1 through 100, etc. at the bottom center of each page starting at the cover letter. Then, you must identify the specific pages you want us to copy. If the pages of a filing are already numbered in this manner, please do not renumber them. Use the current numbering scheme to specifically identify the pages you want copied.